Overview

WorkCenters were created as a one-stop shop for key roles within an agency to conduct transactions and view data. The built-in intelligence delivers work to the user and makes multitasking easier. WorkCenters can be cross-functional and configurable — they can deliver personalized content to the users based on their roles and permissions. WorkCenters can be accessed via the dashboards in CAPPS.

Some of the benefits of using WorkCenters:

- Provides a central area for you to access key components within CAPPS Financials.

- Enables you to access various pages and keep multiple windows open while doing your daily work.

- Reduces navigation time and lets you accomplish your daily tasks in an efficient manner.

As with any other feature in CAPPS, agency end users can request enhancements or provide feedback as to what they would like to see or do on the WorkCenters through the Governance Process.

Financials WorkCenters

Accounts Payable WorkCenter
　　Enables accounts payable users to work on voucher exceptions and matching errors. Additionally, users can monitor supplier-related information, such as suppliers pending approval. Accounts payable users can view and resolve multiple exceptions from the same place to save time and manual effort. This WorkCenter also allows for processing invoices more quickly and includes CAPPS customizations.

General Ledger WorkCenter*
　　Gives general ledger or accounting analysts visibility into the most critical pieces of their job. Includes journals that need approval, journals in exception status and journals ready to post.

Asset Management WorkCenter*
　　Allows users to tailor their views of key data to meet their specific needs. The delivered solution includes new pagelets that operate consistently, with related actions and modal window drill-down capabilities that dynamically change based on the data being viewed.

Less frequently accessed by CAPPS users.

WorkCenter Sections

Main Tab

WorkCenters require an initial setup via the **settings** icon to **Edit Filters**. Once configured, click the **refresh** icon and the sections will be updated with the pertinent information.

My Work

This is the bulk of the data on the **WorkCenters** while other tabs contain additional resources. The **My Work** tab features links to pages that an end user needs to access on a daily basis. The **My Work** section can also include exceptions and alerts indicating that the user needs to take some type of action.
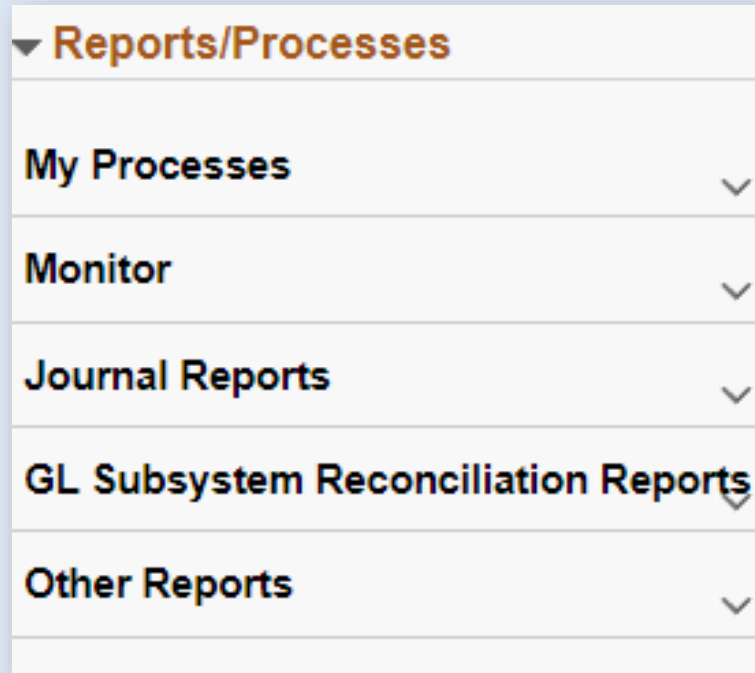
Links

This section allows users to navigate to key functions of the application.
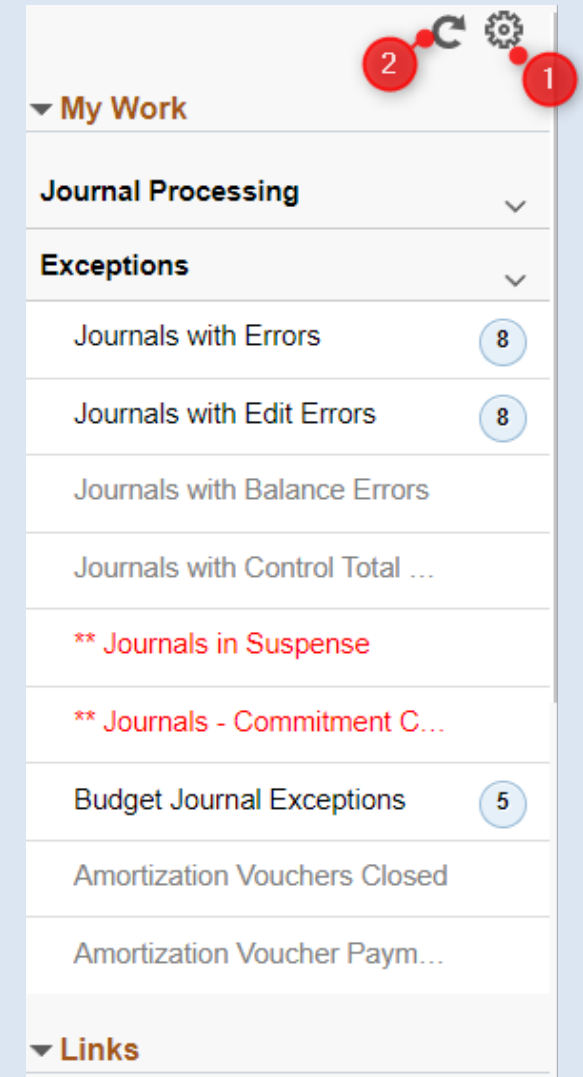
Reporting and Monitoring

The **Reports/Processes** section gives users access to reports they have generated and processes they need to run.

For example, users can access the Reporting Console so they can have direct access to their process and report outputs.

Thank You!

CAPPS Financials Support Team